

INTRODUCTION

This position is located in one of the Regional Offices of the Packers and Stockyards Administration. The Regional Office is responsible for carrying out assigned functions and activities in the enforcement of the provisions of the Packers and Stockyards Act and regulations issued under its authority in the assigned geographical area.

The incumbent performs typing and a variety of clerical duties in support of the work of the office.

MAJOR DUTIES

Types from rough draft or handwritten copy correspondence, investigation reports, forms, audits, special reports, and other material in rough draft or final form. Is responsible for the assembly and form of the final copy and any supplemental material.

Receive visitors and telephone calls and refers them to proper person or furnishes basic non-technical information. Distributes mail to individuals in accordance with established procedures and knowledge of the organization and personnel within; maintains a variety of subject matter, chronological, and numerical files.

Assists in reviewing and determining completeness and accuracy of application for registration, bonds, riders to bonds, tariffs, and annual reports of registrants and processing such documents. Prepares lists of registrants showing their correct names, addresses, and other pertinent information.

Assists in the keeping of records on bond coverage for the market agencies and dealers and in the issuance of notices of the registrants for increases or for allowed decreases in their bonds. Maintains assigned office records on program operations and compiles from special and periodic reports (scale tests, tariffs, annual reports, investigations, etc.) Also assists in the filing of Administration instructions, correspondence, procedures, and manuals.

Maintains files and helps prepare time and attendance reports, supply and equipment requisitions, and travel vouchers as assigned.

FACTORS

Knowledge Required by the Position

The skill of a fully qualified typist is required to operate a variety of word processing equipment. Knowledge of grammar, spelling, capitalization, and punctuation is needed to type a variety of material accurately from written sources or voice recordings.

Knowledge of the normal formats, forms, typing policies, distribution procedures, and common terminology used while working with registration applications, bonds, tariffs, and annual reports used by P&SA.

Knowledge of an extensive body of rules and procedures and knowledge of P&SA functions in order to assist examiners in the compilation and review of legal instruments and supporting documents, to refer mail and phone calls, and to provide non technical information.

Knowledge of the office filing system in order to classify, dispose of, and locate material.

Supervisory Controls

Instructions are given on the priorities concerning work assignments to be done with only general instructions as to deadlines and how to complete assignment. Incumbent works independently in carrying out work and uses initiative in securing information on unfamiliar situations. Additional specific instructions are provided for difficult assignments or if unusual problems arise. Completed clerical work is spot checked for compliance with office procedures, and accuracy and completeness of substantive work products. Typing work is spot checked for appearance and typographical errors.

Guidelines

Guidelines include dictionaries, style manuals, Department and Agency instructions, written office guidelines, and verbal instructions. The employee uses judgment in locating, selecting, and applying the most appropriate alternatives among the various guidelines concerning similar situations. Situations involving significant deviation from established guidelines or the absence of adequate guidelines are referred to the supervisor.

Complexity

Incumbent performs full range of clerical assignments in support of office activities. Most assignments require that program information be collected from files and related sources prior to typing. Incumbent must be able to discern that required data is incomplete or conflicting and take action to obtain or clarify the information.

Scope and Effect

The purpose of the work is to provide typing and clerical support to the office. The work contributes to the efficiency and effectiveness of the office programs.

Personal Contacts

Personal contacts are within the immediate work unit and related support units.

Purpose of Contacts

Contacts are for the purpose of obtaining or providing information, taking and relaying messages, and directing callers and visitors to appropriate officials.

Physical Demands

The work is sedentary. There may be some walking, standing, bending, and carrying of light items such as paper and files.

Work Environment

The work is performed in an office setting.